FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00057361-A **Type of Permit:** FILMING **Release Date:** 10/23/2012

Production Company NBC UNIVERSAL & THEIR SUBSIDIARIES

Insured Company Name NBC UNIVERSAL & THEIR SUBSIDIARIES

Contact Phone No. 1 818-840-4444
Contact Phone No. 2
Fax
Address 330 BOB HOPE DR
BURBANK, California 91523

Production Title THE OFFICE

Type of Production TV Sitcom

Producer Steve Burgess

Director Bent Forrester

1st AD Rusty Mahmood

Production Manager Meredity Zamsky

FilmL.A. Coordinator Hans Groszkruger

Location Manager Kyle Alexander
Primary Phone Office - 818-786-6666
Secondary Phone Office - 818-786-8278

Location Assistant na na
Primary Phone Office - 000-000-0000
Secondary Phone

Fees

Posting 300	$69.00
Posting 600	$138.00
Notification Charge	$155.00
LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$570.00
FILMLA FILM PERMIT RIDER FEE	$100.00
LA CITY DEPT OF REC AND PARKS BASECAMP ONLY USE FEE	$450.00
LA CITY DEPT OF REC AND PARKS MONITOR ADMIN FEE	$152.00

Total Permit Fee $1,634.00

Number of Locations 1

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Summary Information — Location

Permit Number	F00057361-A	**Location Manager**	Kyle Alexander
Production Company	NBC UNIVERSAL & THEIR SUBSIDIA...	Primary Phone	Office - 818-786-6666
Insured Company	NBC UNIVERSAL & THEIR SUBSIDIA...	Secondary Phone	Office - 818-786-8278
Production Title	THE OFFICE		

Location Address 16358 Ventura Blvd, Encino, CA, 91436

Location Type Restaurant

Film Dates 10/24/2012 - 10/24/2012 04:00 - 17:00 1 day

Open or Closed to the Public Closed

Generic Conditions
Must comply with attached Rec & Park Conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
No cast or crew parking on area streets
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.
Traffic control must be done in accordance w/MUTCD
Traffic Officers Required
Uniformed officers shall have a copy of the film permit in their possession and are required to confirm that all traffic control signage devices are in place.

Please see attached documents
Kyle Alexander 2011 letter.pdf
WOODLEY OVERFLOW LOT.pdf

Equipment on Location

Type	Quantity
5 or 10 ton trucks	5
Cast/Crew vehicles	65
Cube Trucks	5
Generator	1
Honey Wagons	1
Motor Homes	2
Picture vehicles	2
Semi Trucks	4
Stakebed Trucks	4
Trailers	3
Vans	3

Personnel on Location

Type	Quantity
Cast	10
Crew	75
Off-Duty/Retired LAPD Officer(s)	2
Spot Check	1

Filming Activities Camera in car; Camera on sticks; Car-to-Car; Drive by; Drive ups & away; Equipment on property; Equipment on sidewalk, in curb lane & across street; Exterior Dialogue; Exterior establishing shots; Interior and exterior dialogue; Intermittent pedestrian control; Intermittent traffic control - 2 minutes standard;

Jurisdiction **Political:** Los Angeles City - Council District 05 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Thomas Guide **Page:** 561 **Grid:** E4

Approvals
LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE — Rafael Vega
LOS ANGELES POLICE DEPARTMENT — Gabriel Martinez

Coordinator Note RIDER "A" RELEASES LOCATION

Parking **Base Camp** **Crew Parking**

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Location Type : Filming Location

Parking Notes
WOODLEY OVERFLOW LOT

Location Type : Filming Location

Posting "No Parking" signs S/S VENTURA BLVD. - NOELINE AVE. - EAST 200'
E/S NOELINE AVE. - VENTURA BLVD. - SOUTH 200'

Approximate Footage 301 - 600 **Log Number** 44724

Date(s) 10/24/2012 to 10/24/2012 **Time(s)** 00:00 to 00:00

Posting "No Parking" signs N/S VENTURA BLVD. - NOELINE AVE. - EAST 100'

Approximate Footage 0 - 300 **Log Number** 44724

Date(s) 10/24/2012 to 10/24/2012 **Time(s)** 00:00 to 00:00

NOT A PERMIT

NOT A PERMIT

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Park. In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- Okay to crew park and base camp at Woodley Overflow Lot on 10/24/12.
- Must not damage turf.
- No staking or alterations to the landscape.
- Not permitted to film in the park or parking lot.
- No staking into ground in park.
- Cannot block or stop people from accessing or using roads in park.
- Permit will be void if company does not follow guidelines.
- No special effects, weapons or stunts permitted in park.
- Company must work around park patrons and maintenance crews.
- Company does not have exclusive use of park or parking lots.
- Company must work around any city staff activities at park.
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.

NOT A PERMIT

- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

F-57361-A
NBC UNIVERSAL & THEIR SUBSIDIARIES – THE OFFICE (WOODLEY PARK - OVERFLOW LOT)

NO FILM PERMIT